PDREP TRAINING

PQDR Training
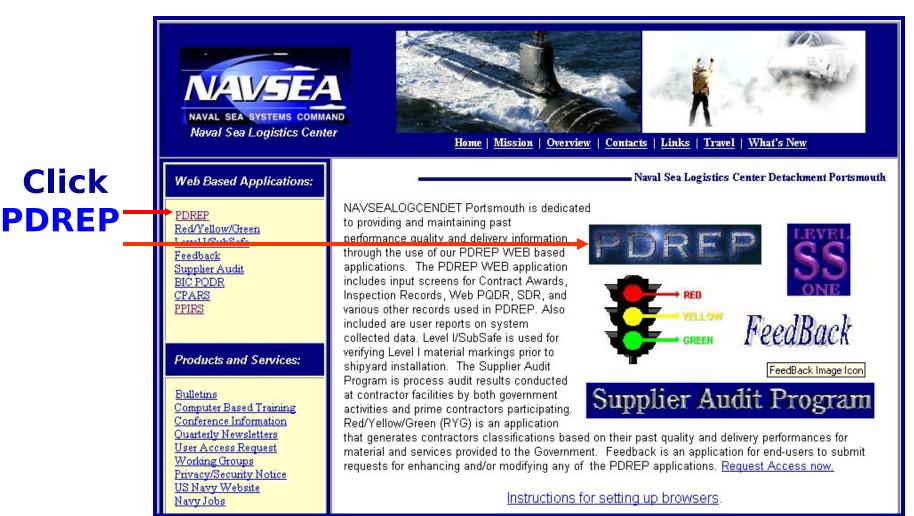### Action Point

Objectives

- **Manage PQDRs Through Screening and Action Point Levels**

- **Send Letters and Correspondence**

- **Navigate Throughout the PQDR Module**

- **PQDR Process from Discovery through Investigation and Closure**

Accessing PDREP

www.nslcptsmh.navsea.navy.mil

Click PDREP

PDREP Home Page

Click Logon

User Access Request Form

Logging In
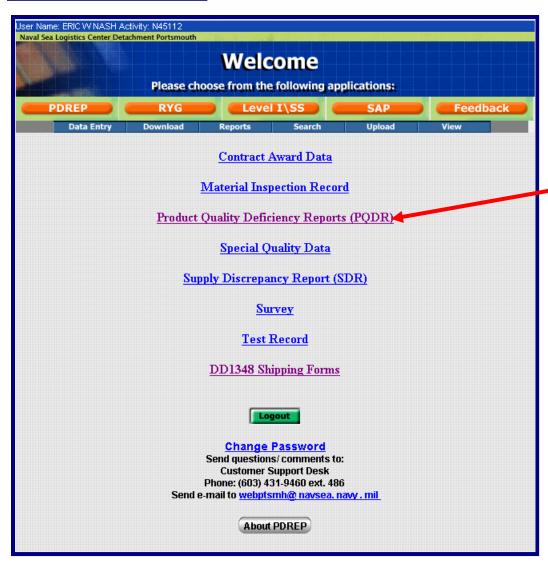
Enter User ID and Password

This System is for AUTHORIZED USE ONLY!

PDREP APPLICATIONS LOGIN AREA

USER ID : `ABCDE`

PASSWORD : `*******`

[Login] [Audit]

[Forgot Password?] [Reset] [Home]

DoD WARNING

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

MESSAGES: The PDREP Application will be unavailable during the following routine maintenance periods (EST):
- Weekly Friday 11:00PM to Saturday 6:00AM
- Monthly Last Saturday between 7:30AM and 12:30PM

Password - 8 to 15 Characters Alphanumeric
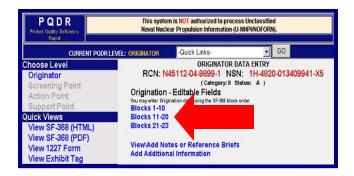
Welcome Screen

- **Click PQDR**

Screen Conventions

- **Use "Back" Button on PQDR Screens, Not Your Browser's "Back" Button**

- **"Print" Button Prints Contents of Screens Where It Appears**

- **Links Appear in Blue**

Screen Conventions

- **Date Fields Have Calendar Buttons**

- **Enter Date Manually or Click Calendar Button to Select Date**

PQDR HOME PAGE

Choose a PQDR Link

Create New PQDR	Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
WORKLIST (Select RCN From List)	View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.

Choose a Search Link

Advanced Search	Locate PQDRs that are no longer on your worklist. Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.
DFAS Search	Same as Advanced Search but with DFAS data in the result set.
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN\Contract Search	Search PQDRs based on NSN related criteria.

Home

- **Functions:**

  – **Create, Search and Manage PQDRs**

  – **View Worklists**

  – **Search Tools**

Select RCN From Worklist

Naval Sea Logistics Center
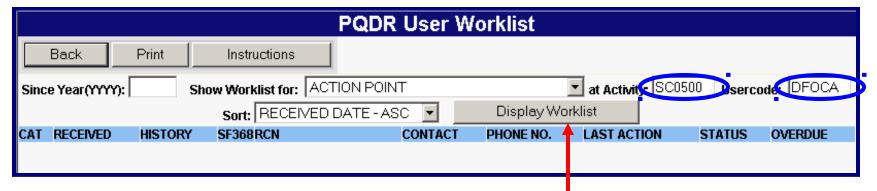
PQDR HOME PAGE

Choose a PQDR Link	
Create New PQDR	Create a new PQDR record. The user must supply an RCN number
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NIIN\Contract Search	Search PQDRs based on NSN related criteria.

Home

View and Manage PQDRs From Worklists

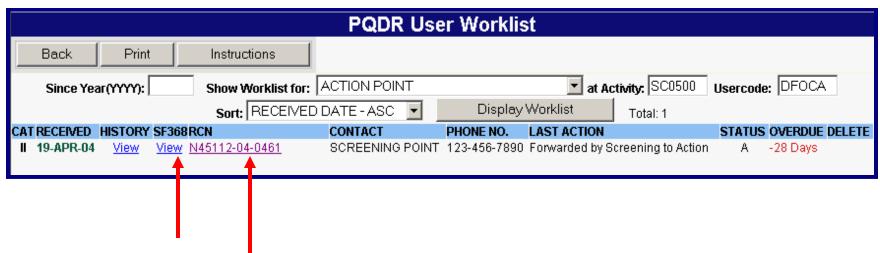- **Click "Select RCN From Worklist"**

PQDR Worklists

- **Enter Worklist Criteria**
  - Must Enter Activity and/or User Code

  - **Click Display Worklist**

PQDR User Worklist

Filters By Year, Level, Activity and User Code

- **Click "View" to See SF-368 Format**
  - **Click RCN to Open the PQDR**

PQDR Base Page

PQDR Base Page Display

- **Header Shows:**

  - **Current PQDR Level**
  - **RCN**
  - **NSN**
  - **Category and Status**
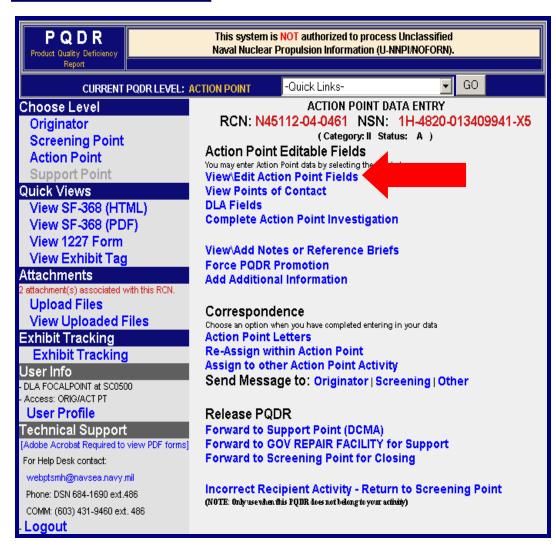
PQDR Base Page- Action Point

- **Quick Links- Shortcuts to Other PQDR Functions**

- **Action Point Editable Fields**

- **Add Notes and Additional Information**

- **Links for Correspondence and Release of PQDR**
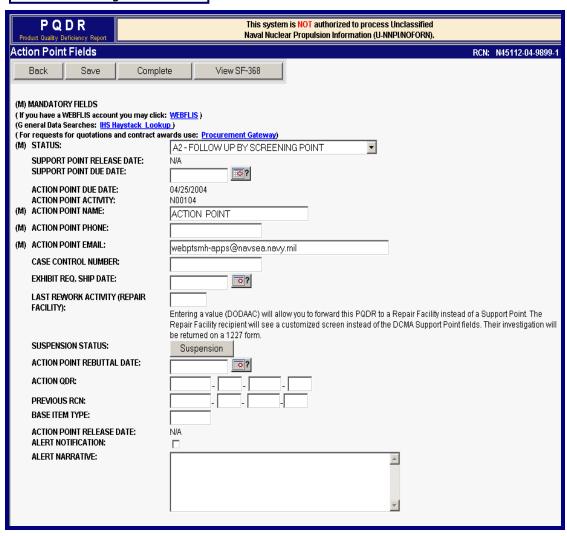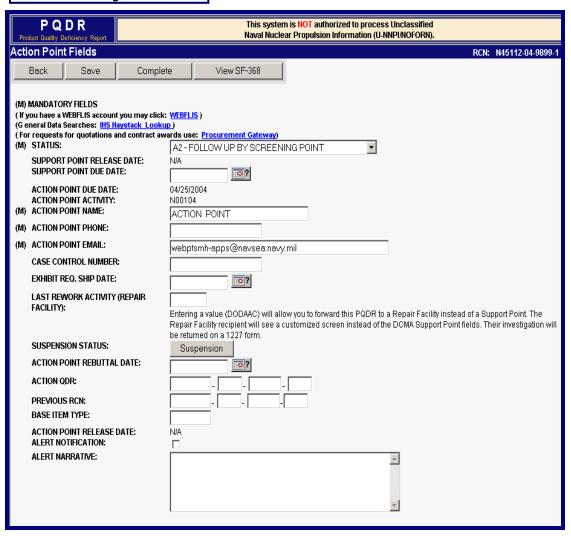
Action Point Fields

- **Update Status**

- **Edit Contact Info**

Action Point Fields
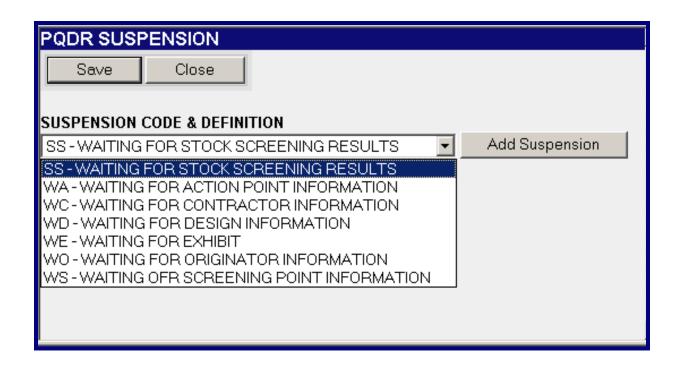
- **Enter Case Control Number**

- **Enter Last Rework Activity (Required for Gov't Repair Facility)**

- **Update Suspension Status**

Track Periods of Time When No Action Is Possible

PQDR SUSPENSION

Save   Close

SUSPENSION CODE & DEFINITION

SS - WAITING FOR STOCK SCREENING RESULTS   Add Suspension

SS - WAITING FOR STOCK SCREENING RESULTS
WA - WAITING FOR ACTION POINT INFORMATION
WC - WAITING FOR CONTRACTOR INFORMATION
WD - WAITING FOR DESIGN INFORMATION
WE - WAITING FOR EXHIBIT
WO - WAITING FOR ORIGINATOR INFORMATION
WS - WAITING OFR SCREENING POINT INFORMATION

- **Select Suspension Code and Click "Add Suspension"**

Add Suspension

- **Enter Suspension Start Date**

- **Enter Suspension End Date (Optional)**

- **Click "Save"**

Suspension Status

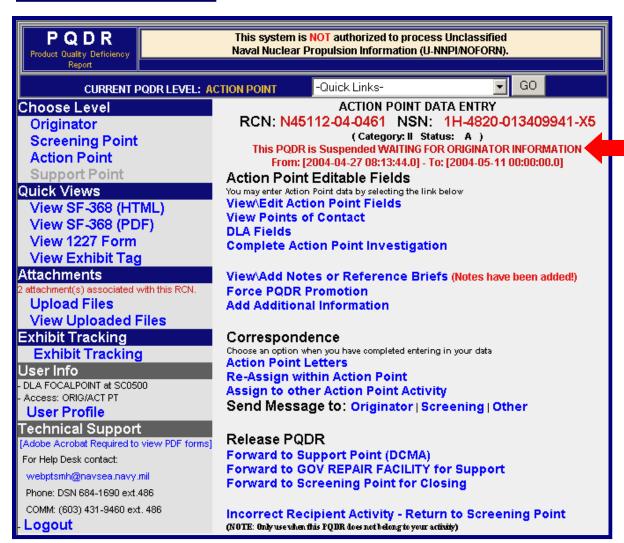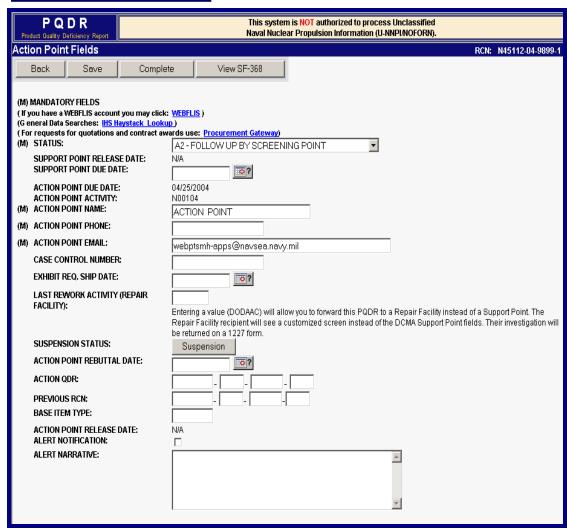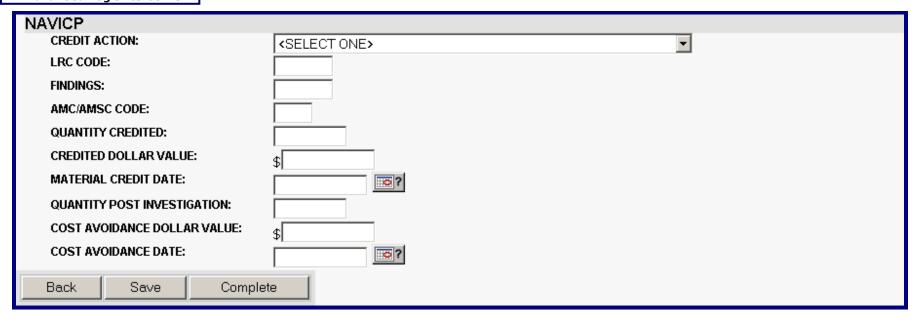- **Suspension Notice Appears on Base Page**

Action Point Fields

- **Enter Information on Previous Failures of Same Item**

- **Enter Alert Information For Screening Points**

NAVICP

CREDIT ACTION:	\<SELECT ONE\>
LRC CODE:	
FINDINGS:	
AMC/AMSC CODE:	
QUANTITY CREDITED:	
CREDITED DOLLAR VALUE:	$
MATERIAL CREDIT DATE:	
QUANTITY POST INVESTIGATION:	
COST AVOIDANCE DOLLAR VALUE:	$
COST AVOIDANCE DATE:	

Back   Save   Complete

- **NAVICP Users- Update NAVICP Specific Info**
  - **Credit Action, Quantities and Value**
  - **Update Findings and AMC/AMSC Codes From Other NAVICP Systems**
  - **Enter Cost Avoidance Info**

Points of Contact

Points of Contact   RCN: N45112-04-9899-1
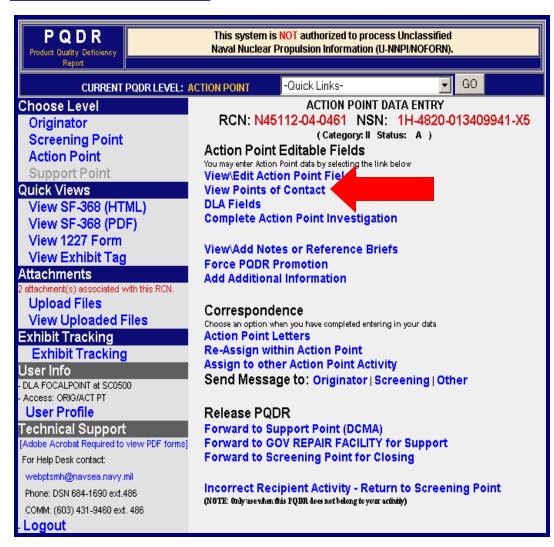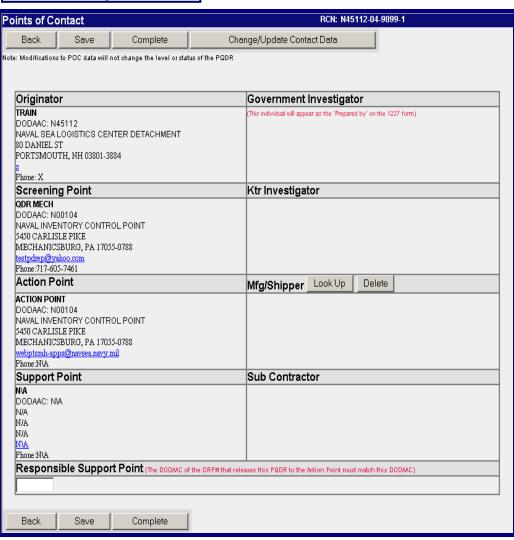
| Back | Save | Complete | Change/Update Contact Data |

Note: Modifications to POC data will not change the level or status of the PQDR

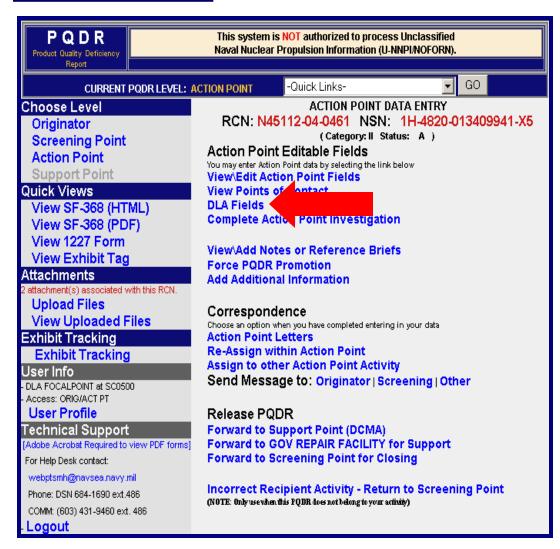| Originator	Government Investigator
TRAIN DODAAC: N45112 NAVAL SEA LOGISTICS CENTER DETACHMENT 80 DANIEL ST PORTSMOUTH, NH 03801-3884 x Phone: X	(This individual will appear as the 'Prepared by' on the 1227 form)
Screening Point	**Ktr Investigator**
QDR MECH DODAAC: N00104 NAVAL INVENTORY CONTROL POINT 5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0788 testpdrep@yahoo.com Phone:717-605-7461	
Action Point	**Mfg/Shipper** [Look Up] [Delete]
ACTION POINT DODAAC: N00104 NAVAL INVENTORY CONTROL POINT 5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0788 webptsmh-apps@navsea.navy.mil Phone:N\A	
Support Point	**Sub Contractor**
N\A DODAAC: N\A N/A N/A N/A N\A Phone:N\A	
Responsible Support Point (The DODAAC of the DRPM that releases this PQDR to the Action Point must match this DODAAC)	

| Back | Save | Complete |

- **View Current Point of Contact Info**

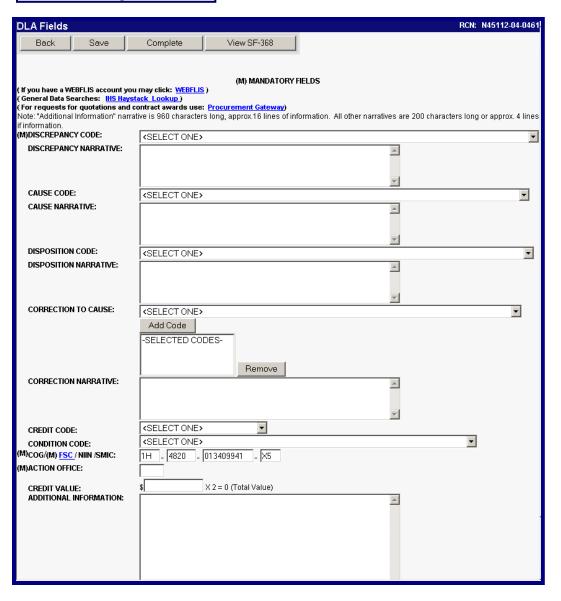- **Government and Contractor (Ktr) Investigator Will Be Entered by Support Point**

DLA Fields

Enter DLA Information

- **Only Available to DLA Users**

- **Click "DLA Fields"**

DLA Fields

- **Select DLA Codes**

- **Enter Detailed Narratives**

- **Specify Action Office**

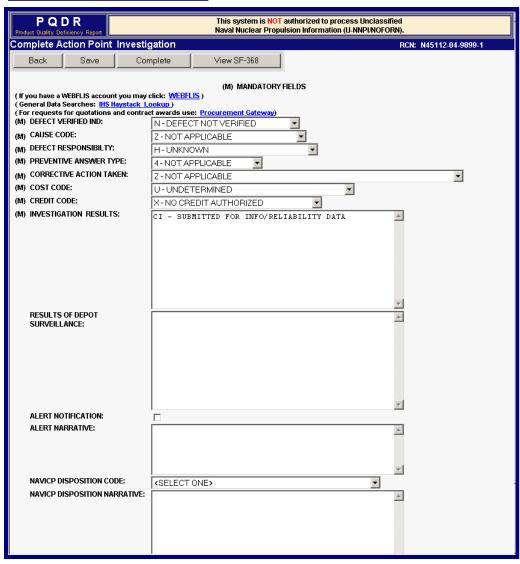- **Enter Credit Information**

Complete Action Point Investigation

Enter Action Point Investigation Results
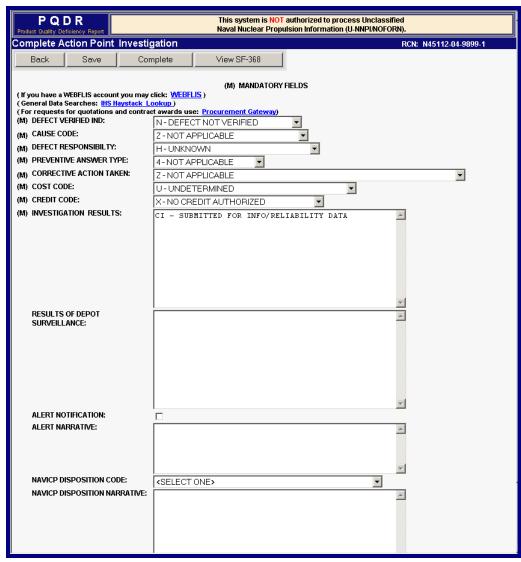
- **Click "Complete Action Point Investigation"**

Action Point Investigation

- **Review SF-368 Form**
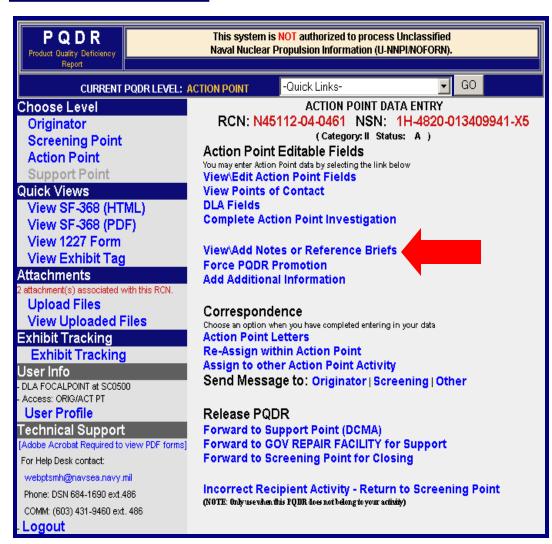
- **Select Codes to Indicate Results of Investigation**

Action Point Investigation

P Q D R
Product Quality Deficiency Report

This system is NOT authorized to process Unclassified
Naval Nuclear Propulsion Information (U-NNPI/NOFORN).

Complete Action Point Investigation   RCN: N45112-04-9899-1

| Back | Save | Complete | View SF-368 |

(M) MANDATORY FIELDS

(If you have a WEBFLIS account you may click: WEBFLIS)
(General Data Searches: IHS Haystack Lookup)
(For requests for quotations and contract awards use: Procurement Gateway)

(M) DEFECT VERIFIED IND: — N - DEFECT NOT VERIFIED
(M) CAUSE CODE: — Z - NOT APPLICABLE
(M) DEFECT RESPONSIBILTY: — H - UNKNOWN
(M) PREVENTIVE ANSWER TYPE: — 4 - NOT APPLICABLE
(M) CORRECTIVE ACTION TAKEN: — Z - NOT APPLICABLE
(M) COST CODE: — U - UNDETERMINED
(M) CREDIT CODE: — X - NO CREDIT AUTHORIZED
(M) INVESTIGATION RESULTS: — CI – SUBMITTED FOR INFO/RELIABILITY DATA

RESULTS OF DEPOT SURVEILLANCE:

ALERT NOTIFICATION:
ALERT NARRATIVE:

NAVICP DISPOSITION CODE: — <SELECT ONE>
NAVICP DISPOSITION NARRATIVE:

- **Enter Narrative for Investigation Results**

- **Enter Stock Screening Results**

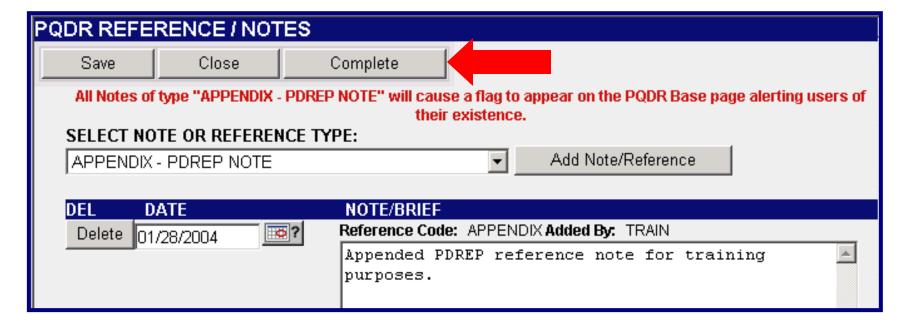- **Provide Disposition Instructions for Deficient Material**

PQDR REFERENCE / NOTES

| Save | Close | Complete |

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page alerting users of their existence.

SELECT NOTE OR REFERENCE TYPE:

APPENDIX - PDREP NOTE ▼ | Add Note/Reference
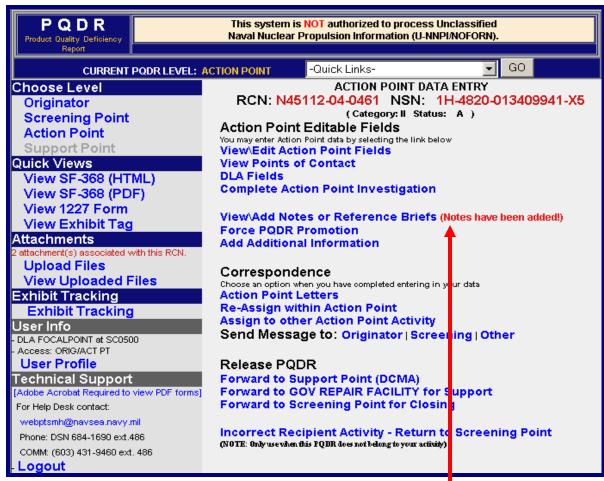
DEL	DATE	NOTE/BRIEF
Delete	01/28/2004 📅?	Reference Code: APPENDIX **Added By:** TRAIN
		Appended PDREP reference note for training purposes.

- **Select Note or Reference Type**
  - **Click "Add Note/Reference"**
  - **Enter Note Text**
- **Repeat for Additional Notes**
- **Click "Complete"**

View/Add Notes

Notes Indicator Appears on PQDR Base Page
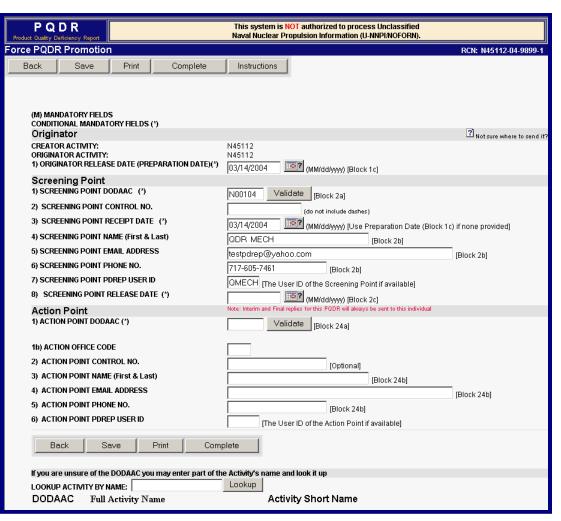
Force PQDR Promotion
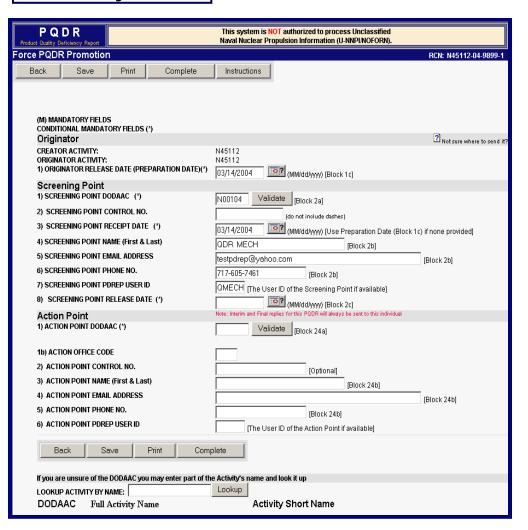
- **Levels Available for Promotion Depend on Your Access Level**

- **Use "Lookup" Button to Find DODAAC**
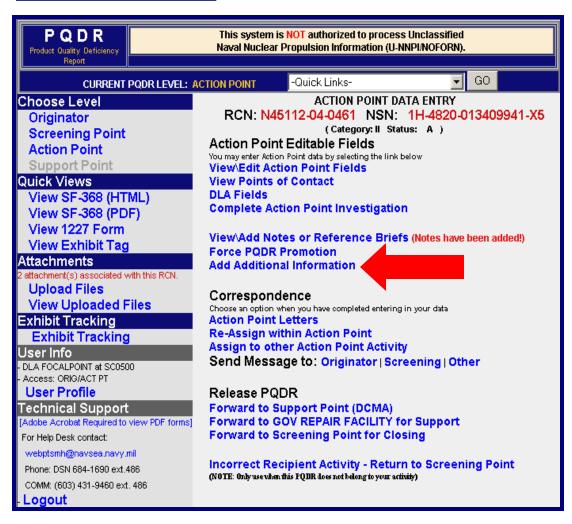
Force PQDR Promotion
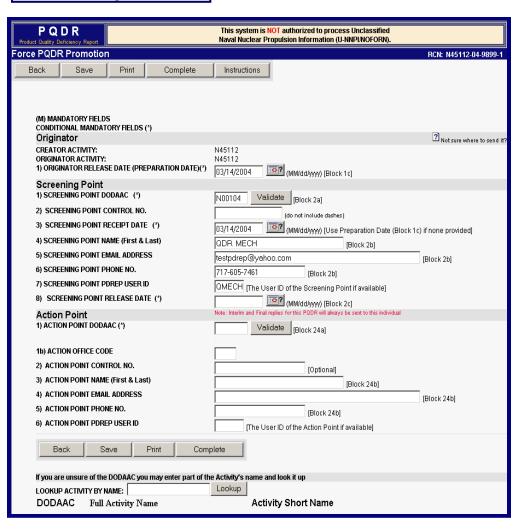
Promote a PQDR Through Action Point

- **Enter Information in Action Point Fields**

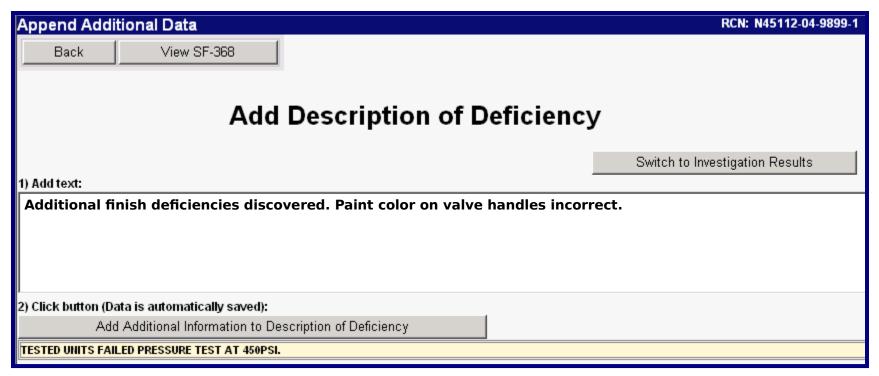- **PQDR Will Be Promoted to Highest Completed Level**

Add Additional Information

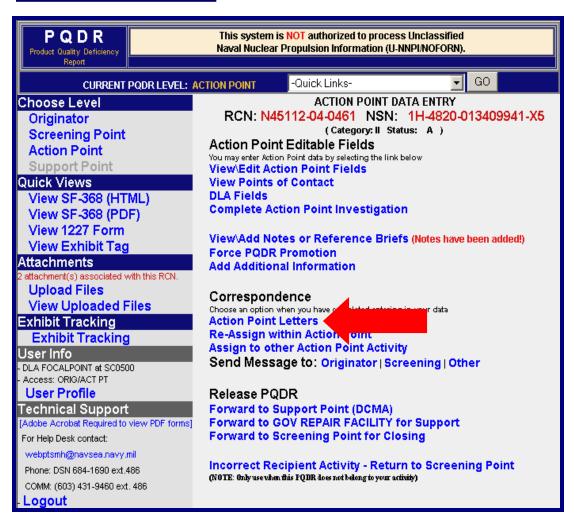**Add Text to Description of Deficiency**

- **Click "Add Additional Information"**

Add Additional Information

- **Append Information to Description of Deficiency After Origination**

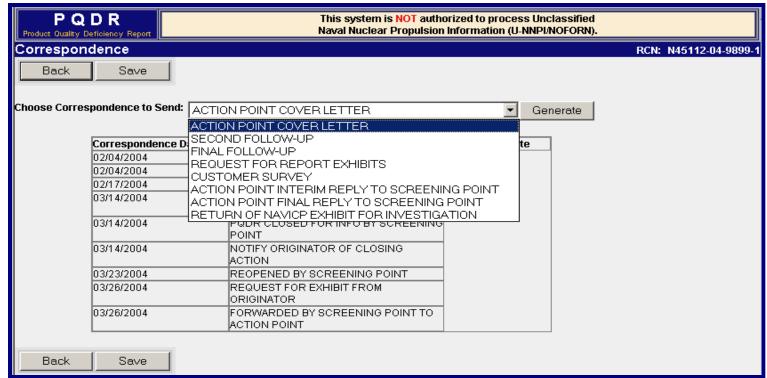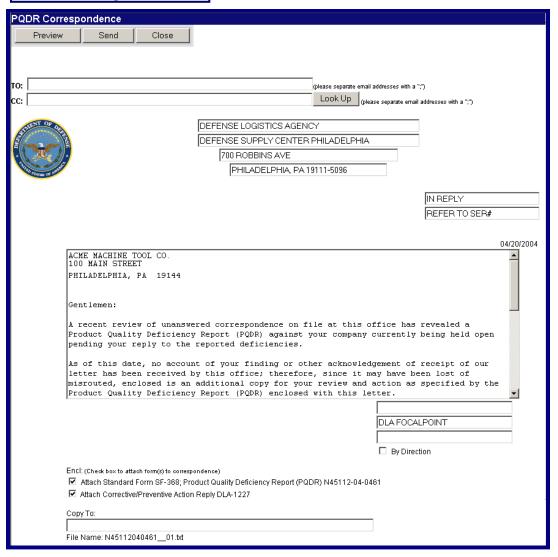- **Also Used to Add to Investigation Results Later in Process**

Action Point Letters

Send Action Point Correspondence

- **Click "Action Point Letters"**

Action Point Letters
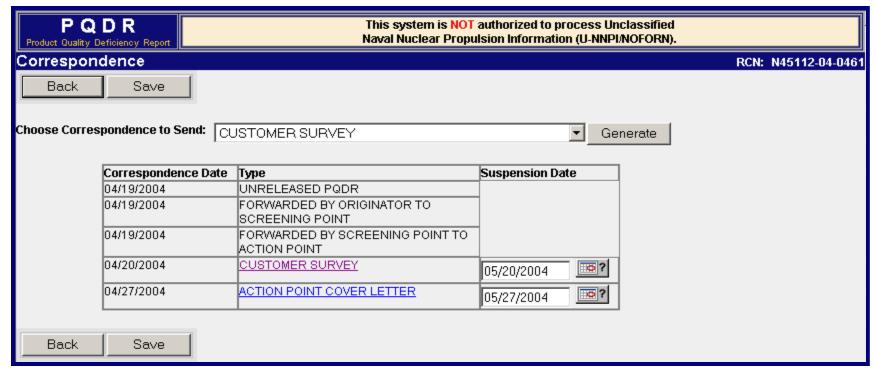
- **View Correspondence History**

- **Choose New Letter**

- **Click "Generate" Button**

Action Point Letters

NAVSEA — NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

- **Enter Recipient Information**

- **Edit Text and Sender Information As Needed**

- **Click "Preview" or "Send"**

Action Point Letters

- **Suspension is Updated by Sending Letters**
  - **Suspension Date Defaults According to Category of PQDR or Can Be Edited**

Re-Assign Within Action Point

Re-Assign to Another Action Point Within DODAAC

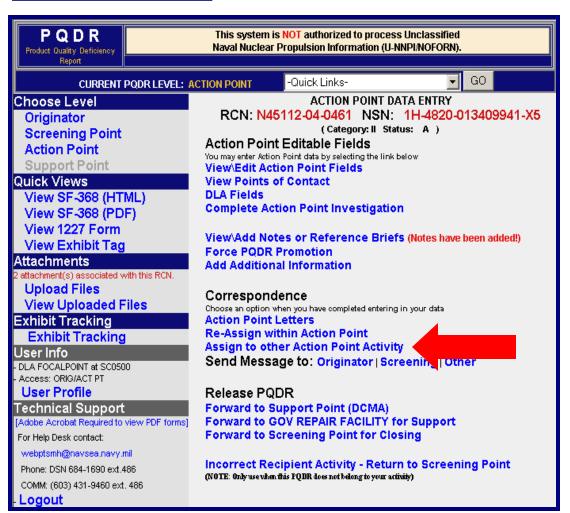- **Click "Re-Assign within Action Point"**

Re-Assign Within Action Point

- **Can Only Re-Assign Within Currently Assigned DODAAC**

- **Select New Action Point E-Mail**

- **Type Message**

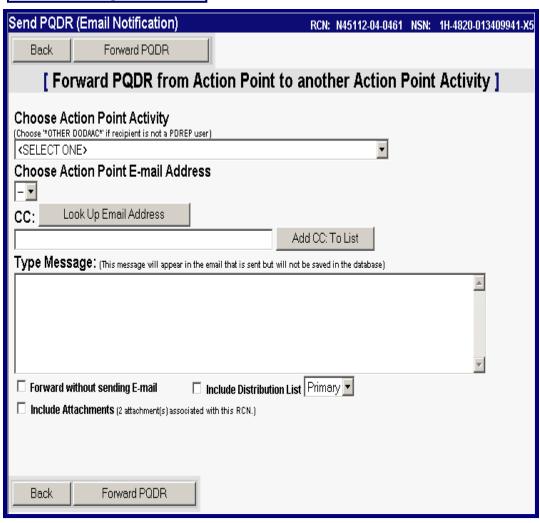- **Click "Forward PQDR"**

Assign to Other Activity

Assign to an Action Point at a Different Activity

- **Click "Assign to other Action Point Activity"**

Assign to Other Activity

Send PQDR (Email Notification)   RCN: N45112-04-0461   NSN: 1H-4820-013409941-X5

Back   Forward PQDR

[Forward PQDR from Action Point to another Action Point Activity]

Choose Action Point Activity
(Choose "*OTHER DODAAC*" if recipient is not a PDREP user)

<SELECT ONE>

Choose Action Point E-mail Address

--

CC: Look Up Email Address

          Add CC: To List

Type Message: (This message will appear in the email that is sent but will not be saved in the database)

☐ Forward without sending E-mail   ☐ Include Distribution List Primary

☐ Include Attachments (2 attachment(s) associated with this RCN.)

Back   Forward PQDR

- **Choose DODAAC and New Action Point Recipient**

- **Enter CC Addresses or Use Look Up or Distribution Lists**
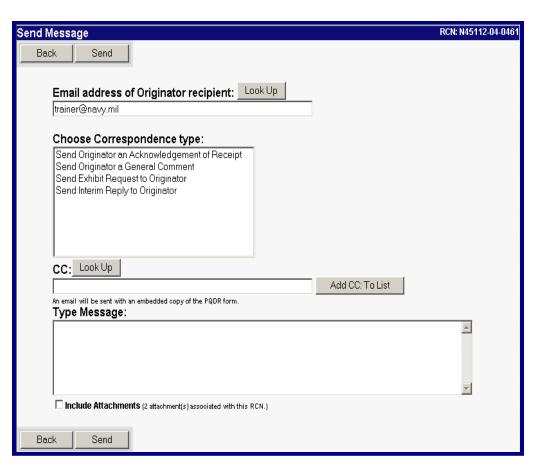
- **Type Message**

- **Click "Forward PQDR"**

Send Message

Send E-mail Messages Regarding the PQDR

- **Click "Send Message to: Originator | Screening | Other"**

Send Message

- **E-mail Defaults by Selection (Originator or Screening Point)**

- **Choose Type of Message**

- **Add CC: Recipients**

- **Type Message**

- **Click "Send"**

Naval Sea Logistics Center

PQDR (RCN Number)	- TEST PQDR - Please Ignore - N45112-04-0461
Sent By	DLA FOCALPOINT
Sender's Email	webptsmh-apps@navsea.navy.mil
Date Sent	2004-04-28 10:42:40.625
Correspondence Type	ACKNOWLEDGEMENT SENT TO SCREENING

Message

Acknowledging receipt of your PQDR.

Click Here to Access this PQDR

1. FROM (Originator):
NAVAL SEA LOGISTICS CENTER DETACHMENT
80 DANIEL ST
PORTSMOUTH, NH 03801-3884
ATTN: TRAIN
PHONE: X
EMAIL: trainer@navy.mil

2. TO (Screening Point):
NAVAL INVENTORY CONTROL POINT
5450 CARLISLE PIKE
MECHANICSBURG, PA 17055-0788
ATTN: SCREENING POINT
PHONE: 123-456-7890
EMAIL: webptsmh-apps@navsea.navy.mil

3. REPORT CONTROL NUMBER AND CATEGORY: N45112-04-0461   CATEGORY II

4. DATE DEFICIENCY DISCOVERED: 01/28/2004

5. NATIONAL STOCK NUMBER: 1H-4820-01-340-9941-X5

6. NOMENCLATURE: VALVES NON PWRD

7 A. MANUFACTURER/CITY/STATE: ACME   MACHINE AND TOOL CO INC , PHILADELPHIA, PA 19144

 B. MANUFACTURER CODE: 71905

 C. SHIPPER/CITY/STATE: (Identify shipper if different from manufacturer when known.)   (N00104) NAVAL INVENTORY CONTROL POINT , MECHANICSBURG, PA 17055-0788
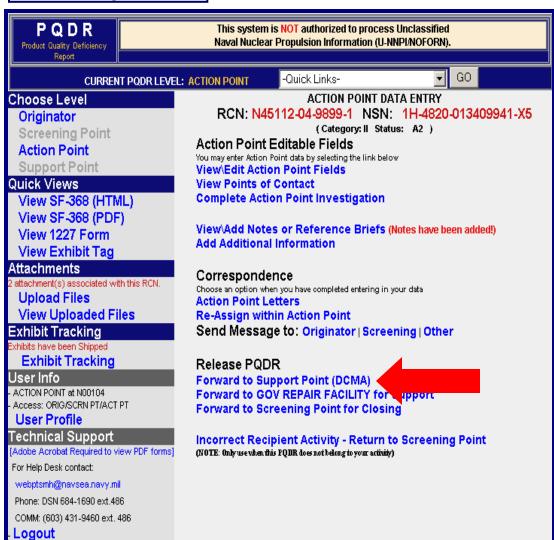
8. MFRS. PART NUMBER: N/A

- **Message Includes:**
  - RCN
  - Original PQDR Fields
  - Message Type and Text
  - Link to PQDR

Release PQDR
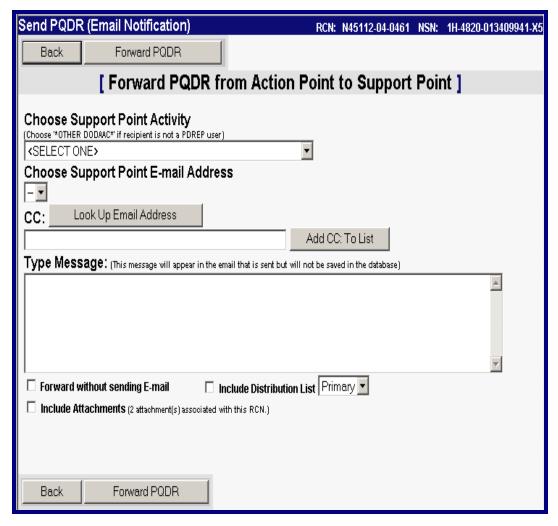
- **Forward to DCMA Support Point**
  - **Will Receive Acknowledgements, Interim and Final Replies and 1227**

Forward PQDR to DCMA Support Point

- **Choose DODAAC and Support Point Recipient**

- **Enter CC Addresses or Use Look Up or Distribution Lists**

- **Type Message**

- **Click "Forward PQDR"**

Release PQDR
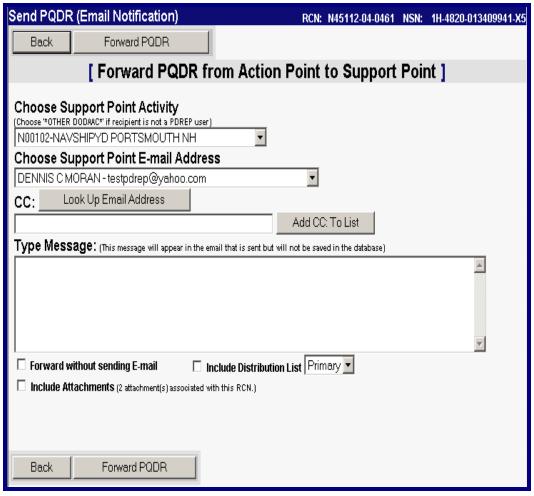
- **Forward to GOV REPAIR FACILITY**
  - **Will Receive 1227**

- **Choose DODAAC and Support Point Recipient**

- **Enter CC Addresses or Use Look Up or Distribution Lists**

- **Type Message**

- **Click "Forward PQDR"**

Release PQDR
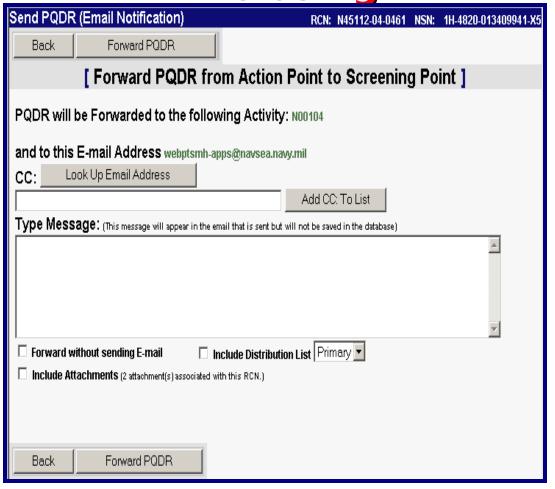
- **Forward to Screening Point for Closing**
  - Investigation Complete

Forward to Screening Point for Closing

Send PQDR (Email Notification) RCN: N45112-04-0461   NSN: 1H-4820-013409941-X5

Back   Forward PQDR

[Forward PQDR from Action Point to Screening Point]

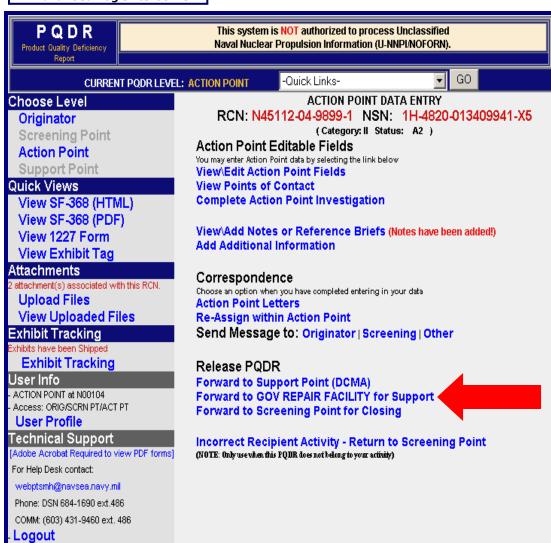PQDR will be Forwarded to the following Activity: N00104

and to this E-mail Address webptsmh-apps@navsea.navy.mil

CC: Look Up Email Address

Add CC: To List

Type Message: (This message will appear in the email that is sent but will not be saved in the database)

☐ Forward without sending E-mail   ☐ Include Distribution List Primary ▾
☐ Include Attachments (2 attachment(s) associated with this RCN.)

Back   Forward PQDR

- **Screening Point DODAAC and Recipient Default**

- **Enter CC Addresses or Use Look Up or Distribution Lists**

- **Type Message**

- **Click "Forward PQDR"**

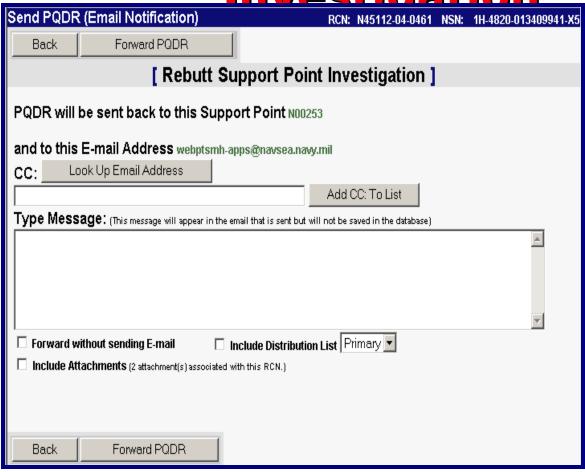# Rebut Support Point Investigation

Support Point Investigation Results are Unsatisfactory

- **Click "Rebut Support Point Investigation" to Forward the PQDR Back to Support Point**
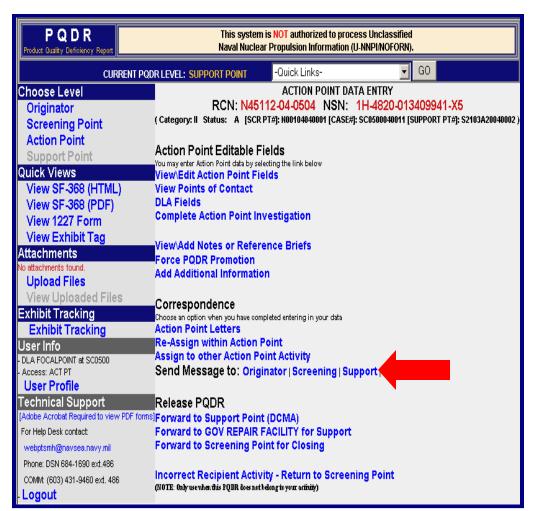
Rebut Support Point Investigation

Send PQDR (Email Notification)   RCN: N45112-04-0461   NSN: 1H-4820-013409941-X5

Back   Forward PQDR

[Rebutt Support Point Investigation]

PQDR will be sent back to this Support Point N00253

and to this E-mail Address webptsmh-apps@navsea.navy.mil

CC: Look Up Email Address

[   ]   Add CC: To List

Type Message: (This message will appear in the email that is sent but will not be saved in the database)

[text area]

☐ Forward without sending E-mail   ☐ Include Distribution List [Primary ▾]
☐ Include Attachments (2 attachment(s) associated with this RCN.)

Back   Forward PQDR

- **Message Will Be Sent to Support Point**

- **PQDR Will Be Forwarded Back to Support Point Level**
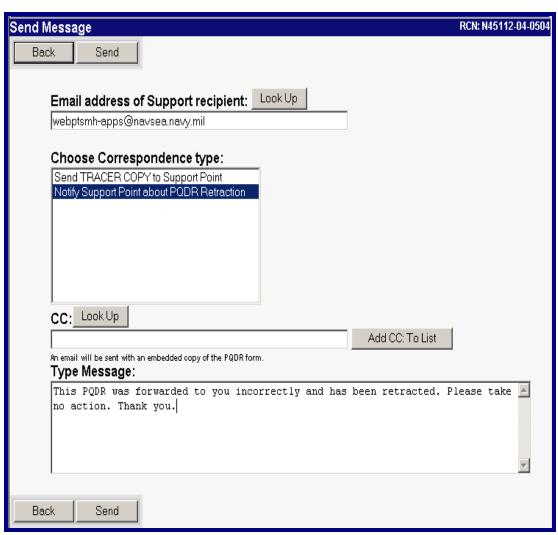
PQDR Retraction

Action Point Retracts PQDR From Support Point

- **Click "Send Message to: Support"**

PQDR Retraction

- **Choose "Notify Support Point about PQDR Retraction"**

- **PQDR Will Be Set Back to Action Point Level**

Naval Sea Logistics Center

- **Questions?**

- **NSLC Help Desk**
  - **Commercial: (603)431-9460 x486**
  - **DSN: 684-1690 x486**